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26 May 1959

MEMORANDUM FOR: Deputy Director (Plans)
 Deputy Director (Intelligence)
 Deputy Director (Support)
 Deputy Director (Coordination)
 Inspector General
 General Counsel
 Executive Officer
 Legislative Counsel

SUBJECT: Role of the Inspector General

1. For some time I have been looking to Mr. Lyman Kirkpatrick for advice and assistance on a variety of matters not strictly related to the duties normally to be expected of an Inspector General. This has been the case because of the long and varied experience of Mr. Kirkpatrick in the affairs of this Agency. The title, Inspector General, is thus not an entirely inclusive description of the duties currently being performed by Mr. Kirkpatrick or which might be given to him from time to time in the future.

2. The following specific duties, in addition to those heretofore assigned to the Inspector General, shall be performed personally by Mr. Kirkpatrick. Some of these are now being performed by Mr. Kirkpatrick without formal assignment, others are new assignments.

a. Give general guidance and supervision to the Legislative Counsel. The Legislative Counsel will report to Mr. Kirkpatrick on Congressional matters, other than legislation affecting the Agency, but will continue under the administration, organization and support of the General Counsel, who will also provide back-up and advice on Agency legislation.

b. Direct and guide, on my behalf, the Efficiency Task Force.

c. Assume Chairmanship of the Publications Board and direct the activities of this body toward standardization of Agency publications.

d. Review all Agency Regulations prior to their submission to the DCI.

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e. Advise with the heads of major Headquarters components and with the Director of Personnel concerning any cases of unsatisfactory behavior of personnel which might reflect on the Agency. In this connection, Deputy Directors and Mr. Kirkpatrick are enjoined to keep each other mutually informed early of any cases which have a potential for such adverse reflection.

f. As the first element of his future Inspector General reports on any particular activity, the Inspector General will report on the status of compliance with approved recommendations of former reports. In this connection, Deputy Directors are requested to ensure within their respective components that adequate follow-up action is maintained on compliance with approved Inspector General recommendations.

g. Serve as a member of the Supergrade Board.

h. Continue to maintain liaison with the President's Board of Consultants on Foreign Intelligence Activities, pursuant to Regulation [REDACTED] Paragraph 5.d.

3. In developing our work, it is of the utmost importance that the Senior Officials of this Agency, in particular, should be continually reviewing the effectiveness, the versatility and the competence of our activities in relation to our broad charter. It is all too easy in government to allow time-worn bureaucratic procedures, the duplication and multiplication of unnecessary functions and the growth of personnel, to dissipate our resources, human and material. In our work we must continually strive for new methods and techniques to meet the requirements levied on us in a world in flux and revolution.

4. Both the DCI and I expect to receive from the Inspector General as well as from other Senior Officials suggestions as how best to meet the continually growing responsibilities of the Agency.

Signed

ALLEN W. SULLIVAN
Director

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